
POSITION TITLE:	Land Investigation Officer	POSITION NO:	2505
EMPLOYMENT TYPE:	Maximum Term Full Time		
CLASSIFICATION:	Level 4 to 5		
CERTIFIED AGREEMENT:	Officers – 2020	AWARD:	QLGIA
DEPARTMENT:	Community		
BRANCH:	Property		
REPORTS TO:	Manager Property		

ORGANISATIONAL VALUES: ACHIEVE

Accountability - We accept responsibility for our actions and decisions in managing the regions resources.

Community - Building partnerships and delivering quality customer service.

Harmony - Our people working cooperatively to achieve common goals in a supportive and safe environment.

Innovation – Encouraging an innovative and resourceful workplace.

Ethical Conduct – We behave fairly with open, honest and accountable behaviour and consistent decision-making.

Vision – This is the driving force behind our actions and responsibilities.

Excellence – Striving to deliver excellent environmental, social and economic outcomes.

1. PRIMARY ROLE

This role is to investigate Council owned and managed land assets to determine future land use. Assist in researching, development of an up to date land register, facilitate land dealings and identify options for land management and disposal.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Investigate Council owned and managed land assets, categorise land assets into different land uses and develop a complete and up to date land asset register.
2. Provide advice on land dealings including property management and land disposal matters to the Manager and General Manager.
3. Undertake research, analysis and interpretation to assist in the progression of land projects, and land, disposal, acquisition and management issues as directed.
4. Investigate and respond to land enquiries from members of the community about land use and land available for community purposes.
5. Meaningful engagement with key internal and external stakeholders, such as Councillors, other sections of Council, other government departments and industry partners.
6. Collaborate and assist to progress key elements of complex land management projects as allocated and accurately produce a range of documentation and agreements for land being managed by Council.
7. Coordinate land valuation activities, engaging and managing survey and valuation contractors and negotiating with landowners.
8. Prepare timely and well researched briefings, reports, submissions and correspondence on major land management issues.
9. Prepare data and coordinate new land asset GIS mapping layers
10. Provide clear and consistent advice and direction, demonstrating transparency, integrity and sound judgement.

11. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position.

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary qualifications in a relevant field (e.g. Planning, Asset Management, Valuation).
- Experience in Asset Management
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).

5. KEY SELECTION CRITERIA

1. Demonstrated knowledge, understanding and application of relevant legislation with particular reference to the following: *Local Government Act 1993, Acquisition of Land Act 1967, Integrated Planning Act 1997, Land Title Act 1994, Native Title Act 1993, Native Title (Queensland) Act 1993, Land Act 1994.*
2. Demonstrated understanding of land investigations, tenure, acquisition, leasing and native title with proven ability to coordinate and undertake investigations and prepare appropriate documentation for a range of land dealings.
3. Highly developed oral and written communication, consultation and negotiation skills with the ability to interact with Officers at all levels within government and non-government organisations as well as private individuals
4. Proven ability in preparing reports, briefs, submissions and instructions of a complex nature relating land matters and associated land dealings.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Community: Peter O'May	Signature: 